

Special Libraries Assn.

1920-1928

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SPECIAL LIBRARIES ASS'N.

The object of this association is to promote the interests of the commercial, industrial, technical, civic, municipal and legislative reference libraries, the special departments of public libraries, universities, welfare associations and business organizations: CONSTITUTION
ARTICLE II

April 9, 1920.

Dear Friends.

You are earnestly requested to attend a Round Table meeting to be held at the 11th Annual Meeting of the Special Libraries Association to be held at the Hotel McAlpin, Thursday, April 15th for the purpose of stimulating an interest in a permanent section of Museum Librarians Section of the Special Libraries Association.

This meeting will be held at the McAlpin, on the date mentioned, at 3 p.m.

All people attending will please communicate with Mr. Clifford, Librarian of the Metropolitan Museum who has kindly consented to act as Chairman.

Although you may not be able to attend will you not send in a letter expressing your interest in a section on Museum Libraries and include any suggestions that you may think of for possible work of this section.

Yours sincerely

W. B. Clifford

Chairman Museum Libraries
Metropolitan Museum of Art
New York City.

SPECIAL LIBRARIES Official Organ of the Association

Editor-in-Chief

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108 Jersey St., The Fenway
Boston, Mass.

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GENERAL ELECTRIC COMPANY

In Reply Refer to

GENERAL OFFICE
SCHENECTADY, N. Y.

DEC 24 '20

Librarian,
American Numismatic & Archaeological Society,
156th St. West, nr. Broadway,
New York City.

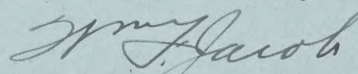
Dear Sir:

The Special Libraries Association is gathering facts and information about important special libraries of the country so as to meet the widespread demand for an up-to-date directory or handbook. Appeals have been made through various sources for information, and many returns have so far come in, but for some reason we have not yet been able to obtain the desired information about the library of your organization.

Will you therefore oblige me by giving me your answers to the attached list of questions? In order to make each entry in the Manual more interesting will you also send me a brief description (about 100 words) of the general scope and character of your library and its service.

Thanking you for whatever assistance you can give us in this matter and wishing you all success with your library, I am

Yours very truly,



Chairman, Census Committee
SPECIAL LIBRARIES ASS'N

The Library of the American Numismatic Society, although it consists of about 2500 volumes (bound) only, has in addition nearly one thousand pamphlets, and probably as many more catalogues of auction sales of coins in this country and abroad. Its catalogue (by author and subject) has been very carefully prepared and most of the material is directly available. Complete files of almost all of the foreign Numismatic Periodicals are an important element in the value of the Library.

The published catalogues of the national collections of Europe are also very nearly complete. The sections devoted to Ancient Greece, the Mohomedan coinages, Chinese and American Numismatics are worthy of special mention.

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"SPECIAL LIBRARIES," Official organ of
the Special Libraries Association, Office
of the Assistant Secretary of War,
Statistical Section, Washington, D. C.

SPECIAL LIBRARIES ASSOCIATION

"Putting Knowledge to Work"



Dear Fellow Librarian:

The national directory of American Special Libraries is at last a reality and the object of this letter is to inform you that copies are now ready for distribution.

The Directory lists over 1300 Special Libraries and there are over 400 descriptive items-- covering all libraries that responded to our request for such items. Your library is included in the lists.

The book runs to 123 pages with a yellow, stiff-paper cover and the price is \$2.00. Can we have your order and check now? Please, also, do not forget to call the Directory to the attention of all possible purchasers as we must sell enough copies to cover publication costs.

Sincerely yours,

Dorsey W. Hyde Jr.
President

P.S. Membership in the special Libraries Association is \$4.00 with our organ "SPECIAL LIBRARIES" and \$2.00 without. If you are not now a member why not inclose your membership check along with that for the Directory? We need you with us.

FILL IN, TEAR OFF, AND MAIL IN INCLOSED ADDRESSED ENVELOPE

PLEASE NOTIFY THE SECRETARY OF ANY CHANGE OF ADDRESS

New York, October // 1926

M. r. Sydney P. Noe

American Numismatic Society , B'way & 156th St., N. Y. C.

To NEW YORK SPECIAL LIBRARIES ASSOCIATION, Dr.

Due for Year ending October, 192	6	-	-	-	-	-	-	\$1.00
	1927							1.00

Make checks payable to Secretary. RECEIPT NOT SENT UNLESS REQUESTED

NEW YORK
SPECIAL LIBRARIES
ASSOCIATION

October the ninth,
1926.

Dear Fellow Member:

We are formulating plans for the year's activities of New York Special Libraries Association, and want very much to get your opinions and suggestions. This letter will outline some of our ideas.

PROGRAMS FOR MEETINGS.

We feel that since we have had several years of programs that have been entertaining and interesting, but rather general in character, that we may well now devote some time to "shop talk". Accordingly, we plan to build our meetings around Sources of Information,- sources which all of us know but some may not be using to the fullest extent. Our tentative outline includes:-

In October - the Public Library. It is particularly timely that this first local meeting which will follow so closely our national convention with A. L. A. in Atlantic City, should remind us of, and summarize for us, the resources of our New York Public Library system. Mr. Hopper (Chief of Circulation) will start the general discussion and outline some of the recent developments in service by various departments; Miss Ulrich of the Periodical Division will describe their new union catalog and tell of the interesting reference work they are doing; Miss Miller will cover the Economics Department; and there will be representatives of the Science and other divisions of vital importance to all of us. We hope to thrash out subjects that have been worrying us, and arrive at methods by which we can be mutually helpful. Come prepared to give us your suggestions.

I have described this first meeting in detail because this is your official notice of that meeting. The place is Town Hall Club, the time 6 o'clock on Tuesday, October 19th. A coupon is attached for your reply. Please come.

November meeting - Trade Associations. A person connected with a well known association will describe the organization and function of associations, and several special librarians will evaluate associations in different fields and industries for us and outline the sort of help librarians may expect from them.

Other meetings will be devoted to magazines; to Government documents; and to Statistical and Economic Services. On each program there will be one outside speaker and several of our own members who will give us brass tacks information on specific magazines, documents and services.

Will these programs interest you? If not, what would you like? I shall be mighty grateful for your comments and advice.

COMMITTEES.

EMPLOYMENT. This has proved one of our most important standing committees and the good work which Miss Rankin has begun will be continued.

MEMBERSHIP. We hope, as is always the aim, to increase our membership considerably and we expect to make definite drives on various classes of firms. Miss Wray of United States Rubber Company will direct this committee work. Help us out by interesting your friends and bringing guests to the meetings, won't you?

BOOK REVIEW. A few important new books will be mentioned at each meeting, with brief comments as to their value for purchase. Miss Bradley of the Metropolitan Life Insurance Company has accepted the chairmanship of this new interesting committee.

HOSPITALITY. One of the great criticisms of our Association has been the difficulty of getting acquainted - the handicap of not knowing who is doing what. Miss Burnett of Federal Reserve is going to develop a strong committee of hostesses and there are many interesting plans afoot.

GROUPS

For many years we have been carrying a large number of groups, some of which contained only a half dozen libraries. Naturally there was little to be done for, or by, so small a section, so we mean to reclassify the groups and enlist their aid on a constructive job we have in mind. Will you please be sure to return the attached questionnaire, so that we will know where your library belongs?

One of my greatest handicaps in taking this job of President is not knowing more of the members personally, but I hope to remedy this soon. As a start won't you send me suggestions, tell me what you are most interested in, and let me know that we may count on your help and interest through the year?

And, FINALLY, won't you pay the enclosed bill for dues, now, and get it off all our minds? And be sure to return the attached sheet today.

Very sincerely yours,

MARY LOUISE ALEXANDER,

President
c/o Barton, Durstine & Osborn, Inc.
383 Madison Avenue,
New York City, N. Y.

PLEASE RETURN BY FRIDAY, OCTOBER 15th,
to
MISS JOSEPHINE GREENWOOD,
Consolidated Gas Co.,
130 E. 15th Street,
New York City, N. Y.

First Meeting of N.Y. Special Libraries Association.
1926-1927 Season.

PLACE, Town Hall Club
DATE, Oct. 19th, 1926.
TIME, 6 P.M.
PRICE, \$1.50
SUBJECT, Cooperation between our N.Y. Public Library and Special
Libraries.

NUMBER RESERVATIONS
SIGNED
ADDRESS

x x x x x x x

TO HELP US RECLASSIFY GROUPS, PLEASE FILL IN.

NAME OF FIRM OR ORGANIZATION
ADDRESS
TYPE OF LIBRARY (as financial, legal, etc.)
APPROXIMATE NUMBER BOOKS
NUMBER OF ASSISTANTS ON LIBRARY STAFF
NAME OF LIBRARIAN

April 11, 1927

Miss Ethel A. Shields, Treasurer,
Eastman Kodak Company,
Rochester, N. Y.

Dear Madam:

The enclosed bill is an error in at least one regard, possibly more. I have no knowledge that our Society ever became a member of the Special Libraries Association. I think I have been a nominal member and that I received a bill for dues as an individual member. I should have no warrant for passing the enclosed for payment nor can I see that there would be any gain for our institution to enroll as a member of your organization. You will, therefore, have it cancelled please.

Very truly yours,

Secretary

SPN:MB
Encl.

Special Libraries Association

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STATE LIBRARY
PROVIDENCE, RHODE ISLAND

April 19, 1927

Mr. Sydney P. Noe, Secretary,
The American Numismatic Society,
New York City.

Dear Mr. Noe:

I am sorry that the bill for Institutional membership came to you without a letter of explanation. These bills were sent out to the members of the New York Association by your local Treasurer who doubtless thought that you knew about the increased membership rates.

The new rates were adopted at the Atlantic City meeting last October and are as follows: Institutional, \$15.00; Individual, \$5.00; Associate, \$1.00.

A full discussion of these rates and the situation which led to their adoption may be found in "Special Libraries", November 1926, page 308; December 1926, page 359 and January 1927, page 11.

There was also a movement for closer affiliation of all local chapters with the national organization. You will get a clear idea of it if you will read the paragraph about the Boston Association in the February number of "Special Libraries" on page 56. The New York Association took similar action I understand.

I hope that as a loyal member of the Association you will read these pages and do what you can to have your company become an Institutional member. Many of the large corporations have already done this.

If you are unable to convince your company of the value of the Association and of the greater work which it can do with adequate financial support I am sure that Miss Greenwood will send you a bill for Individual membership.

We are depending on you to help Special Libraries Association on a sound working basis.

Sincerely yours,

Ethel A. Shields
Treasurer

EAS:HEJ

May 6, 1927

Miss Ethel A. Shields, Treasurer,
Special Libraries Association,
Eastman Kodak Company,
Rochester, N. Y.

Dear Madam:

I am returning your bill ^{for} institutional
membership dues for 1927. We regret that our Society
is not in a position to support the Special Libraries
Association in this matter.

Very truly yours,

Secretary

SPN:MB
Encl.

Special Libraries Association

VICE PRESIDENTS

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EDITOR OF SPECIAL LIBRARIES
HERBERT O. BRIGHAM, LIBRARIAN
STATE LIBRARY
PROVIDENCE, RHODE ISLAND

May 12, 1927.

Miss Sydney P. Noe,
American Numismatic Society,
Broadway & 156 St.,
New York, New York.

Dear Miss Noe:

I have your letter of May 6 regarding the membership in Special Libraries for 1927. This bill originated with Miss Greenwood, your local treasurer, who is helping us out. I am therefore asking her to get in touch with you in the matter of personal membership in the Association.

Sincerely yours,

Ethel A. Shields,
Treasurer

EAS:RKM

26th January, 1928

Mr. Herbert C. Brigham, Editor,
Special Libraries Association,
Providence, R.I.

Dear Sir:

The letter signed by President Cady has reached my hands, and I regret that our institution is not in a position to become an institutional member of the Special Library Association.

Very truly yours,

Secretary